



Topic: Illinois Valley Soil & Water Conservation District Meeting

331 E Cottage Park Drive Suite 1B Cave Junction OR 97523

Monthly Meeting

Thursday, July 25, 2024 6:00 PM PDT

Join Zoom Meeting <https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

One tap mobile

+13462487799,,95435099861#,,,,*21861768# US (Houston)

+16699006833,,95435099861#,,,,*21861768# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 954 3509 9861

Passcode: 21861768

Find your local number: <https://zoom.us/u/ab7y7ctjWv>



Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr Suite 1B - P.O. Box 352

Cave Junction, OR 97523 Phone: 541-592-3731

Monthly Board Meeting Agenda July 25, 2024- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:10 PM: Acceptance of Financial Reports
- IV. 6:15 PM: Old Business
 - a. AG Water Quality Monitoring Update
 - b. Contracting With Two Rivers July 2024- June 2025
- V. 6:40 PM: New Business
 - a. H.R. Committee Recommendation/WQ tech re-hire
- VI. 7:00 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Arlyse's Report
 - c. Partnering Agency Reports
 - IVWC
 - ODA
 - Two Rivers SWCD
- VII. 7:20 PM Public comments
- VIII. 7:30 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday June 27, 2024, by Bill Reid, Chairman at 6:00 pm.

LIVE ATTENDEES

ZOOM ATTENDEES

ABSENTEES

Bill Reid

Kevin O'Brien (WC Staff)

Gene Merrill (WC)

Katrina Poydack

Marcy Sowa

Patty Downing (WC)

Rhett Nelsen

Heather Medina-Sauceda, NRCS

Arlyse DeLoyola (Staff)

Jim Gurley

Bob Schmidt

Bob Webb

Janice Denney (WC)

Carol Crawford (WC)

John Bellville (Staff)

Eric Nusbaum- Oregon Dept. Ag.

SCRIBE

Notes were taken by John Bellville

- **Minutes:** The minutes from the May meeting were presented to the Board for review.
 - **Rhett Nelsen made a motion to approve the minutes for May with corrections noted by Janice and Arlyse (through John).**
 - **Jim Gurley seconded the motion.**
 - **The motion carried.**
- **Financials:** The Financial Reports from May 2024 were presented to the Board for review.
 - **Rhett Nelsen made a motion to accept the financial reports.**
 - **Bob Webb seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Water Quality Update:** John Gave an update on the status of the project. About \$10,000 remains in the original grant, so it will not last, as-is through the rest of the sampling season. He spoke at the County Commissioners' Meeting (7/3) and believes he was heard and that they understand the project is worthy of funding. Funding for next year looks good but we will down-scale operations for the rest of the sampling season and do as much testing in-house as possible, thanks to the donation of laboratory space by Jim Gurley and Kathy Mechling and the Gas Chromatograph. Other potential partnerships were discussed.

Guest Speakers (Agenda Deviation)

Heather Medina-Sauceda of Natural Resource Conservation Service (NRCS) was introduced for a partner update. She noted that changes are happening in the Southern Oregon area for NRCS. David Ferguson, who has been working with us and is currently on detail in Portland will assume a new position in Ohio in August. She will be our contact for board meetings, etc. There are a lot of programs happening including Farm Bill, Inflation Reduction, Smart Farm/Forestry, and Urban Ag. She asked that the district be a bridge between urban landowners and watermasters for those who do not understand water rights. She presented a flyer for an Umpqua Prescribed Burn Association Event and invited everyone to attend next week.

She also discussed NRCS' strategies on EQIP for high tunnels, local foods, the Regional Conservation Partnership Program RCPP, and encouraged SWCDs to be a voice with OACD for local food producers on water rights legislation.

Eric Nusbaum, Operations Specialist- Oregon Department of Agriculture was then introduced. He cautioned board members regarding election deadlines and ethics. Make sure to do all paperwork outside the SWCD office. There are major changes to Public Meeting Law. Training is required for all agencies with budgets exceeding 1,000,000 and is only recommended for smaller SWCDs. Formal complaints are now processed through the ethics commission.

He then spoke to the board regarding the Two Rivers SWCD, who did not get their capacity to grant this biennium due to a late application. He proposed to the board that they might consider taking action to save that district in one of a few ways. In the short-term, IVSWCD could absorb 4-6 hours per week of Two Rivers' work to keep them going for the remaining year of the biennium. IVSWCD could invoice those hours to Two Rivers and be paid for them from funds remaining in their accounts when they close their building because they no longer need it for staff.

In the next biennium, IVSWCD could manage both IVSWCD and TRSWCD, have both capacity grants, hire staff, and house together, saving money.
Discussion was held.

NEW BUSINESS

CWDG Contract Award

The board considered all applications for the fuels reduction work to be done in Kerby for the Community Wildfire Defense Grant. They discussed the bids.

- **Rhett Nelsen made a motion to select Grayback Forestry as the contractor for the work.**
- **Jim Gurley seconded the motion.**
- **The motion carried 5-1.**

Discussion was held as to whether action should be taken regarding the Two Rivers proposal.

- **A motion was made by Rhett Nelsen to invite the board of Two Rivers SWCD to our next meeting to discuss the proposal in person.**

- **Jim Gurley seconded the motion.**
- **The motion passed without dissent.**

Jim Gurley announced that he will not be running as an incumbent for his position on the board this election year and that Kathy Mechling intends to run in his place, but if anyone is opposed to that, she would like to know.

CONTINUING

Staff Reports:

John reviewed his report: We will be getting an SIA (Strategic Investment Initiative) grant and will have a meeting on that July 16. 20% of the funds must go to monitoring in the investment area, which is great.

He will be meeting with the USFS regarding a possible weed survey project next week. It could begin in 2025 and potentially go five years The Post Fire project is going well.

He will be contracting Cheryl Nelson to act as an engagement coordinator for the Postfire project. CWDG permits will be started in late July, project on the ground in late fall.

We are partnering with Trout Unlimited on irrigation projects, and applying for grants on Cron Farm. We are in the design/feasibility stages with the Jimmy Little and Webb properties. He is looking for fuels reduction grants for the Thompson Creek property.

Arlyse's report was written only.

IVWC- Kevin offered to answer any questions- there were none.

Public Comments:

Janice asked what "weeds" we would be collecting. John said he would get her a list.

Back to the bugs in commercial soil- Bob asked again who was responsible for the quality of soil being brought in. Rhett said there are regulations. Eric Nusbaum offered names and phone numbers for two ODA representatives.

NEXT MEETING

The next meeting is to be held on July 25th at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 7:52 pm.

APPROVED MINUTES: _____ DATE: _____

Illinois Valley Soil & Water Conservation District

7/18/2024 12:11 PM

Register: Checking Account

From 06/08/2024 through 06/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/10/2024			-split-	Deposit		X	223,973.00	256,011.90
06/10/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		255,961.90
06/10/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,398.31	X		253,563.59
06/10/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,169.78	X		252,393.81
06/10/2024	21413	Scholl's Native Nurse...	Accounts Payable		7,297.00	X		245,096.81
06/11/2024	21414	Grants Pass Courier	Accounts Payable		31.85	X		245,064.96
06/12/2024	ach	VOYA Financial	Accounts Payable		374.39	X		244,690.57
06/12/2024	ach	Confident Staffing	Accounts Payable		1,043.72	X		243,646.85
06/12/2024	21415	Fed-Ex	Accounts Payable		87.12	X		243,559.73
06/17/2024	21417	Carol Crawford	Accounts Payable		188.27			243,371.46
06/17/2024	21418	Carolyn Taormina	Accounts Payable		323.61			243,047.85
06/17/2024	21419	David Stone	Accounts Payable		308.87			242,738.98
06/17/2024	21420	IV DATA CENTER	Accounts Payable		21.25	X		242,717.73
06/17/2024	21421	Maelagh Baker	Accounts Payable		101.84			242,615.89
06/19/2024	21422	US Cellular	Accounts Payable	951128871	155.26	X		242,460.63
06/25/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		242,410.63
06/25/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		1,901.03	X		240,509.60
06/25/2024	ACH	Cardinal Tax Impound	Accounts Payable		908.61	X		239,600.99
06/25/2024	ACH	VOYA Financial	Accounts Payable		297.42	X		239,303.57
06/25/2024	21423	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	57.01			239,246.56
06/25/2024	21424	Pacific Source Healt...	Accounts Payable		692.50			238,554.06
06/26/2024	ACH	Confident Staffing	Accounts Payable		1,171.41			237,382.65
06/26/2024	21425	Carol Crawford	Accounts Payable	170 miles samp...	113.90			237,268.75
06/26/2024	21426	David Stone	Accounts Payable	78 miles sampli...	52.26			237,216.49
06/26/2024	21427	Maelagh Baker	Accounts Payable	78 Miles	52.26			237,164.23

Illinois Valley Soil & Water Conservation District

07/18/24

Profit & Loss

Cash Basis

June 2024

	Jun 24
Ordinary Income/Expense	
Income	
Donations	0.00
Grants Received	223,973.00
Total Income	223,973.00
Gross Profit	223,973.00
Expense	
Other	
Advertising	31.85
Copier lease	62.03
Telephone	155.26
Website/Internet fees	21.25
Total Other	270.39
Software Subscription	57.01
Supplies & Materials	7,448.74
Wages and Salaries	
Employee Paid Taxes	0.00
Employer Paid Taxes	612.48
Medical Insurance	
Health Insurance-Employee cont.	-116.34
Medical Insurance - Other	670.34
Total Medical Insurance	554.00
Retirement Fund Expenses	
Employee Contributed 457	0.00
Employer Contribution Standard	299.58
Employer Match	119.37
Total Retirement Fund Expenses	418.95
Unemployment Insurance	309.45
Wages and Salaries - Other	6,256.61
Total Wages and Salaries	8,151.49
Water Quality Monitoring	
Contract Water Quality Staff	2,215.13
Contracted Laboratory Analysis	4,985.00
Mileage Reimbursement /Sampling	1,141.01
Shipping Samples	87.12
Total Water Quality Monitoring	8,428.26
Total Expense	24,355.89
Net Ordinary Income	199,617.11
Other Income/Expense	
Other Income	
Interest Income	0.01
Total Other Income	0.01
Net Other Income	0.01
Net Income	199,617.12

Illinois Valley Soil & Water Conservation District

Profit & Loss

07/18/24

July 2023 through June 2024

Cash Basis

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
Donations	0.00
Grants Received	495,468.47
Total Income	495,468.47
Gross Profit	495,468.47
Expense	
Bank Fees	16.88
Contracted Services	73,774.07
Insurance	
General Liability Insurance	2,927.00
Total Insurance	2,927.00
Internet Services	135.96
Licenses & Permits	375.00
Meeting Expense	
Food and water	883.48
Meeting Expense - Other	299.80
Total Meeting Expense	1,183.28
Mileage	1,327.95
Other	
Advance Return	1,490.00
Advertising	151.61
Copier lease	2,773.43
Dues & Subscriptions	
Membership Dues	580.86
Dues & Subscriptions - Other	495.00
Total Dues & Subscriptions	1,075.86
Payroll Fees	1,300.11
Postage/Mailing fees	113.00
Printing & Copying	496.87
Rent Expense	5,949.50
Taxes	
Government Ethics Assessment	567.41
Taxes - Other	150.00
Total Taxes	717.41
Telephone	1,814.56
Website/Internet fees	623.00
Total Other	16,505.35
Software	423.26
Software Subscription	3,606.76
Supplies & Materials	18,687.90
Training and associated travel	
Lodging	327.64
Training and associated travel - Other	2,078.21
Total Training and associated travel	2,405.85
Trash/Disposal	38.35
Wages and Salaries	
Employee Paid Taxes	1,024.41
Employer Paid Taxes	9,265.77
Medical Insurance	9,197.02
Retirement Fund Expenses	5,234.02

Illinois Valley Soil & Water Conservation District
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Unemployment Insurance	612.88
Wages and Salaries - Other	<u>95,330.78</u>
Total Wages and Salaries	120,664.88
Water Quality Monitoring	
Contract Water Quality Staff	17,785.84
Contracted Laboratory Analysis	31,873.76
Contracted Services	1,902.81
Mileage Reimbursement /Sampling	2,890.38
Shipping Samples	<u>435.82</u>
Total Water Quality Monitoring	<u>54,888.61</u>
Total Expense	<u>296,961.10</u>
Net Ordinary Income	198,507.37
Other Income/Expense	
Other Income	
Interest Income	0.04
Refunds	154.31
Reimbursement	<u>1,750.19</u>
Total Other Income	1,904.54
Other Expense	
Fire protection	<u>1,466.23</u>
Total Other Expense	<u>1,466.23</u>
Net Other Income	<u>438.31</u>
Net Income	<u><u>198,945.68</u></u>

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	237,164.23
Savings Account - Thompson Crk	231.67
Total Checking/Savings	<u>237,395.90</u>
Total Current Assets	<u>237,395.90</u>
TOTAL ASSETS	<u>237,395.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-2,944.06
Credit Cards	
Umpqua Credit Card	-193.76
Total Credit Cards	<u>-193.76</u>
Total Current Liabilities	<u>-3,137.82</u>
Total Liabilities	-3,137.82
Equity	
Unrestricted Net Assets	41,588.04
Net Income	198,945.68
Total Equity	<u>240,533.72</u>
TOTAL LIABILITIES & EQUITY	<u>237,395.90</u>

EXPENSES:	ODA Capacity Grant 23-25 (ending 6/30/25)			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$128,364.00	\$76,410.91	\$51,953.09	40%
Contracted Services	\$16,000.00	\$132.07	\$15,867.93	99%
Travel	\$6,000.00	\$2,303.79	\$3,696.21	62%
Supplies/Materials	\$5,700.00	\$1,092.43	\$4,607.57	81%
Other(rent/phones/copier, etc.	\$37,124.00	\$20,840.02	\$16,283.98	44%
Total	\$193,188.00	\$100,779.22	\$92,408.78	48%
Time remaining-11.5 months				

On hand 7/15/24 -\$28,354.97

EXPENSES:	AG Water Quality Support 23-24			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$8,300.00	\$6,883.63	\$1,416.37	17%
Contracted Services	\$53,502.00	\$45,805.13	\$7,696.87	14%
Supplies/Materials	\$681.00	\$3,163.13	-\$2,482.13	-364%
Travel/Mileage	\$2,970.00	\$2,890.34	\$79.66	3%
Other	\$300.00	\$413.00	-\$113.00	-38%
Indirect	\$6,575.50	\$3,288.00	\$3,287.50	50%
Total	\$72,328.50	\$62,443.23	\$9,885.27	14%
Time remaining- 5.5 months				

On hand 7/15/24 -\$26,278.73

EXPENSES:	CSLRF			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$3,333.33	\$751.53	\$2,581.80	77%
Contracted Services	\$20,000.00	\$8,500.00	\$11,500.00	58%
Total	\$23,333.33	\$9,251.53		0%

On hand 7/17/24 \$14,081.80

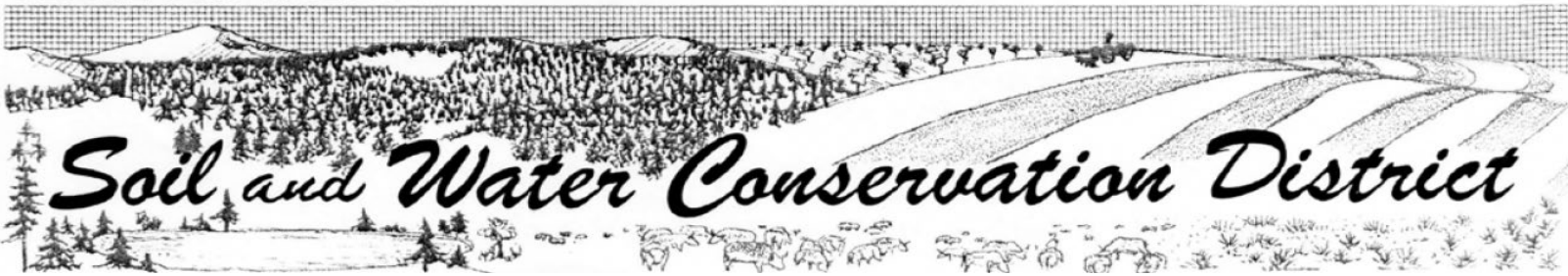
EXPENSES:	POST FIRE			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$56,688.00	\$13,534.69	\$43,153.31	76%
Contracted Services	\$185,750.00	\$6,000.00	\$179,750.00	97%
Supplies/Materials	\$55,600.00	\$7,352.92	\$48,247.08	87%
Travel	\$330.00	\$46.90	\$283.10	86%
Other	\$2,060.00	\$375.00	\$1,685.00	82%
Indirect	\$30,043.00	\$21,800.00	\$8,243.00	27%
Total	\$330,471.00	\$49,109.51	\$281,361.49	85%
Time remaining: 10 months				

On hand 7/17/2024 \$168,890.49

EXPENSES:	Community Wildfire Defense			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>% remaining</i>
Salaries/Wages/Benefits	\$0.00	\$0.00	\$0.00	
Contracted Services	\$99,004.00	\$100.00	\$98,904.00	99.90%
Supplies/Materials	\$4,400.00	\$4,000.00	\$400.00	9.09%
Equipment	\$0.00	\$0.00	\$0.00	0.00%
Indirect	\$10,340.00	\$410.00	\$9,930.00	96.03%
	\$113,744.00	\$4,510.00	\$109,234.00	96.03%
On hand 7/17/24				

\$0.00

EXPENSES:	Unrestricted Funds			
<i>Category</i>				
Unrestricted on hand 7/17/24			\$23,677.92	



- **Fundraising**
 - We are now officially accepting donations: WWW.IVSWCD.ORG/DONATE
 - Spread the word! Donations are tax-deductible and can be made anonymously.
- **ODA 2024 Strategic Implementation Area (SIA)**
 - ODA hosted an SIA planning meeting at the IVSWCD office on 7/16/2024.
 - IVSWCD will be getting an SIA!
- **Cannabis Cleanup (SFLRF)**
 - The plan is to release the Abandoned Cannabis Site Remediation Guide at THE Halloween Festival (10/25; IV Farmer's Market space)
 - There will be a public Coalition for the Remediation of Cannabis Sites (CoRCS) meeting scheduled for 8/19. Details TBA.
 - It has been decided to invite The Water League, Motherline, and Cannabis Removal on Public Lands (CROP) to participate in the conversation.
- **Smith River Complex Weed Surveying and Seed Collection**
 - A final pricing proposal has been submitted to USFS-WRRD.
 - The projects will collectively run from 2025-2027 with a likelihood of more related project work in 2028 onwards.
 - IVWC will be administering this grant.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - We will be in a holding pattern with this project until fire season subsides.
- **Illinois Valley Water Quality Monitoring Program**
 - We have done some restructuring and are looking good for the rest of the year.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - I am putting in for LUCS permits, coordinating with project landowners, and administering the Grayback contract in preparation for later this year.
- **Irrigation Upgrades**
 - A site visit for a pre-design study for the Jimmy Little Ditch and Webb projects will be conducted in mid-July.
- **Conservation Plans**
 - I am in the process of completing my first conservation plan.
- **Grants**
 - We successfully submitted the Sweet Cron Irrigation Modernization grant with Trout Unlimited as the co-applicant. A revision was submitted on OWRD's request.

Respectfully submitted,
John Bellville, District Manager
Illinois Valley Soil & Water Conservation District



Staff Report

Office Manager - Arlyse DeLoyola

July 2024

GENERAL ADMIN

- Payroll submitted.
- Payroll accrual tracked.
- Grant specific expense tracking in QuickBooks and Excel.
- Preparations for board meeting (pre-meeting packet assembly, QB reporting, coordinating agenda, minutes).
- Kept up with partnering agencies' newsletters and memos.
- Reconciled QB accounts for June.
- Filed receipts.
- Emails/Voicemail/US Mail

Hi all-

We are well into the fiscal year-end protocol and all that goes with it. This will be an expensive year for us (almost double our accounting fees) but that's due to changes in audit law and the fact that it's been a very productive and busy year.

The election legal notice made it into the IV News on time, now it's up to you all to get your parts done.

Remember that the Oregon Department of Agriculture website has all the answers and if you need more help just call them!

We will be meeting with folks from Two Rivers SWCD to discuss a potential partnership this month. I'm optimistic that we can assist them in getting back on their feet without too much disruption for us. Realistically, I know there will be work involved. I look forward to the challenge.

July 8 marked my five-year anniversary with the District. I want to express my thanks to you all for your support and encouragement which have made these years fly by so quickly. I couldn't ask for a better group to work with and for. Thank you.

Arlyse

